

**HOMELESS ACTION RESOURCE PROJECT  
APPLICATION FOR EMPLOYMENT**



PLEASE RETURN APPLICATION FORM TO:  
117 YORK ROAD, SOUTHEND ON SEA, SS1 2DL  
TELEPHONE / FAX: 01702 615000

**PLEASE COMPLETE ALL PARTS IN BLOCK LETTERS (Black Ink or Typed)**

POST APPLIED FOR... .. GRADE: .....

**SECTION A – PERSONAL DETAILS and PRESENT EMPLOYMENT (block letters please)**

FIRST NAME(S)..... SURNAME.....	
PRESENT ADDRESS:	Are You Required To Have A Work Permit: Yes / NO
	BUSINESS PHONE NO:
	HOME PHONE NO:
	E-MAIL
	DRIVING LICENCE: YES / NO
	NATIONAL INSURANCE NO.
Name and Address of Employer _____	
Date Appointed _____ Period of Notice Required _____	
Job Title on Appointment _____	
Current Job Title _____ Salary _____	
Details of Present Duties _____	
_____	
_____	
Reason for leaving _____	
_____	

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Job Title of person to whom you report \_\_\_\_\_

**SECTION B – PREVIOUS EMPLOYMENT-Please comment on any gaps in employment (Detail most recent employment first) -**

FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____ _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____
FROM Date _____	Name and Address of Employer _____ _____
TO Date _____	Your Job Title / Duties / Salary / Reason for Leaving _____

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**SECTION C – ACADEMIC ACHIEVEMENTS**

DURING FULL TIME EDUCATION GCSE, GCE, CSE, etc.

SUBJECT AND LEVEL	GRADE	DATE	SUBJECT AND LEVEL	GRADE	DATE

FURTHER EDUCATION INCLUDING PROFESSIONAL QUALIFICATIONS

COURSES TAKEN	WHERE TAKEN	DATE	GRADE

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**SECTION D – DETAILS IN SUPPORT OF APPLICATION –**

**Please read the Guidance Notes before completing this section.**

**NB** Please make sure you explain how your experiences, skills, training and abilities relate to each point in the Person Specification

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**SECTION E – REFERENCES**

Your present employer should be one referee:-

However, if you are not employed at the present time, please give a past employer as a referee. (The authority reserves the right to contact any of your previous employers for a reference, if an offer of employment has been made to you or is contemplated).

<p>(i) Name .....</p> <p>Title .....</p> <p>Address .....</p> <p>.....</p> <p>.....</p> <p>Telephone No .....</p> <p>In what capacity do you know the person?</p> <p>.....</p> <p>May we contact at this stage YES / NO</p>	<p>(ii) Name .....</p> <p>Title .....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Telephone No .....</p> <p>In what capacity do you know the person?</p> <p>.....</p> <p>May we contact at this stage YES / NO</p>
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**SECTION F – Rehabilitation of Offenders Act / Convictions**

HARP actively promotes equality of opportunity and will not discriminate in its employment decisions against ex offenders with criminal records.

- All posts involve access to vulnerable people (our clients) **spent and unspent** convictions must be disclosed on the form below.

You will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau. The job offer and/or any subsequent contract of employment will be subject to HARP being satisfied with the content of the disclosure.

Have you ever been convicted of a criminal offence      YES       NO

If yes, please give details below, if you wish to add anything further please continue on a separate page.

<b>Dates</b>	<b>Convictions</b>	<b>Sentence (State whether spent or unspent)</b>

